

On this the 7<sup>th</sup> day of October, 2003, the Commissioners Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner Garcia, seconded by Commissioner Eversole, duly put and unanimously carried,

IT IS ORDERED that the recommendations by the Human Resources & Risk Management Department regarding the vacation leave allowance policy for county employees be approved, as follows, with an effective January 1, 2004:

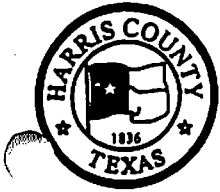
SCHEDULE OF VACATION LEAVE ALLOWANCE		
Years of Continuous Employment as a Regular Employee		Maximum Vacation(1) Leave Allowance during the Calendar Year
After	Before	
0 Months	6 Months	None
6 Months	1 Year	5 Days/40 Hours
1 Year	2 Years	5 Days/40 Hours
2 Years	5 Years	10 Days/80 Hours
5 Years	15 Years	15 Days/120 Hours
15 Years	25 Years	20 Days/160 Hours
25 Years		25 Days/200 Hours

(1) Vacation leave is accrued on a prorated basis in accordance with hours required to be worked per week.

The vote of the Court on the above Motion was as follows:

AYES: 4 (Judge Eckels, Commissioners Lee, Garcia, and Eversole)  
NOES: 0  
ABSTENTIONS: 0

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# HARRIS COUNTY, TEXAS

Human Resources & Risk Management  
1310 Prairie - Suite 400  
Houston, Texas 77002-2042  
Phone: (713)755-3030 Fax: (713)755-8869

David Kester, Director  
Larry Durant, Deputy Director

October 7, 2003

Vote of the Court:

	Yes	No	Abstain
Judge Eckels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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HARRIS COUNTY  
MANAGEMENT SERVICES

To: County Judge Eckels and  
Commissioners Lee, Garcia,  
Radack and Eversole

Fm: David Kester *DK*

Re: Vacation Leave

During mid-year review the Court considered a recommendation from our office to modify the current vacation leave allowances.

Under the current policy, new employees are not eligible to take any vacation leave until completing one full year of employment. The maximum vacation allowance is for those employees with more than 15 years of service. The current vacation allowance policy is outlined below.

## Current Policy:

SCHEDULE OF VACATION LEAVE ALLOWANCE		
Years of Continuous Employment As A Regular Employee		Maximum Vacation Leave Allowance <sup>1</sup> During The Calendar Year
At Least	Less Than	
0 Months	1 Year	None
1 Year	5 Years	10 Days/80 Hours
5 Years	15 Years	15 Days/120 Hours
15 Years		20 Days/160 Hours

<sup>1</sup>Vacation Leave is accrued on a prorated basis in accordance with hours required to be worked per week.

The proposed policy contains two changes. First, new employees would be eligible to take one week of vacation (40 hours) after completing six months of continuous employment. The other change would allow an additional week (40 hours) of vacation for those employees who have completed 25 years of employment.

Presented to Commissioner's Court

OCT 07 2003

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An Equal Opportunity Employer

*Longest*  
*Judge*  
*Commissioner Lee*  
*all pts*  
*Budget (Barbara)*  
*Budget (Alex)*  
*Fin Planning (mike)*  
*to Clerk (Laura)*

**Proposed Policy (to be Effective January 1, 2004)**

<b>SCHEDULE OF VACATION LEAVE ALLOWANCE</b>		
<b>Years of Continuous Employment As A Regular Employee</b>		<b>Maximum Vacation Leave Allowance<sup>1</sup> During The Calendar Year</b>
<b>After</b>	<b>Before</b>	
0 Months	6 Months	None
6 Months	1 Year	5 Days/40 Hours
1 Year	2 Years	5 Days/40 Hours
2 Years	5 Years	10 Days/80 Hours
5 Years	15 Years	15 Days/120 Hours
15 Years	25 Years	20 Days/160 Hours
25 Years		25 Days/200 Hours

*<sup>1</sup> Vacation Leave is accrued on a prorated basis in accordance with hours required to be worked per week.*

If Commissioners Court adopts this proposal, the additional cost for vacation leave allowance for calendar year 2004 would be approximately \$473,000.

We recommend the Court approve the proposed changes effective January 1, 2004.